

WORK2FUTURE BOARD OF DIRECTORS MEETING
THURSDAY, MARCH 17, 2016
ACTION MINUTES
CTO: 11:43 a.m.

work2future's March 17, 2016 Board Action Minutes were prepared by Elizabeth Kaylor and approved by Christopher Donnelly on March 22, 2016.

WDB STAFF PRESENT: Jeff Ruster, Christopher Donnelly, B.J. Sims, Joy Salandanan, Elizabeth Kaylor, Monique Melchor, Lawrence Thoo.

I. QUORUM VERIFICATION:

Present: Louise Auerhahn, Denise Boland, Jeff Burrell, Janeen Dittrick, Jack Estill, Joseph Flynn, Richard Friberg, Leslie Gilroy, Blanca Gomez, Dr. Bob Harper, Sue Koepp-Baker, Olivier Minkowski, Pamela Moore, Steve Preminger, Rashad Said, Hermelinda Sapien, Henri Villalovoz, Steve Wymer, Sima Yazdani.

Absent: Rose Amador-Le Beau, Carl Cimino, Jose Gonzalez, Van Le, Mitch Schoch, Bryan VanHuustee, David Wahl.

II. OPENING REMARKS: Read by Chair Joe Flynn.

III. CONSENT ITEMS

ACTION: Upon motion by Sue Koepp-Baker, seconded by Jeff Burrill, and unanimously approved, the Board unanimously accepted the following consent items:

- (a) Grant Report of March 7, 2016.
- (b) Quarterly Labor Market Information Report of March 7, 2016.
- (c) February Training Summary Report of March 2, 2016.
- (d) Outreach Report of March 2, 2016.
- (e) January BusinessOwnerSpace.com (BOS) Report of February 29, 2016.
- (f) January Budget Variance Report of February 4, 2016.
- (g) Quarterly Customer Service Report of February 29, 2016.
- (h) February Enrollment and Training Report of March 2, 2016.
- (i) HIRE Report of March 4, 2016.
- (j) Manufacturing Initiative Update of February 29, 2016.
- (k) TechHire Initiative Update of February 12, 2016.

IV. AGENDA ITEMS

A. Old Business

1. Minutes Approval

ACTION: The Minutes of work2future's December 10, 2015 Board meeting were amended to show that Blanca Gomez, not Blanca Alvarado, had abstained from approving the September 17, 2015 work2future Board Minutes; the December 10, 2015 Minutes were approved as amended.

Motion: Blanca Gomez
Seconded: Leslie Gilroy

B. New Business

1. work2future's WIOA Performance

MIS Program Manager Monique Melchor presented work2future's performance for 2015-2016's 2nd Quarter without Base Wage, explaining that work2future is currently exceeding all of its Department of Labor indicators.

2. Youth Training and Workshop Provider(s)

Prior to this item being heard, Richard Friberg and Blanca Gomez recused themselves and left the meeting room and area based on their declarations of a conflict of interest relating to this item. The MIS Program Manager presented the item to the Board, explaining that the item had been unanimously approved by the Executive Committee to be forwarded to the Board.

Director Christopher Donnelly added that Henkels & McCoy's training services, selected to provide services in South County, is in the process of being acquired by Eckerd's Children and Family Services effective April 1, and that the acquisition as reviewed by the work2future's and the Purchasing Department's attorneys presented no apparent conflicts of interest.

ACTION: Unanimous approval to negotiate and execute two-year agreements from July 1, 2016 through June 30, 2018 with three one-year extensions based on successful performance, funding availability and Board approval, with Henkels & McCoy, Inc., the Metropolitan Education District, and Workforce Institute to provide (1) career technical training to WIOA Youth; and (2) prevocational workshops to WIOA Youth.

Motion: Steve Preminger
Seconded: Jack Estill

3. Adult/Dislocated Worker Workshops Provider(s)

Prior to this item being heard, Richard Friberg returned to the meeting room, Blanca Gomez remained recused, and Sima Yazdani and Rashad Said recused themselves and left the meeting room and area based on their declarations of a conflict of interest relating to this item. The MIS Program Manager also presented this item to the Board, explaining that the item had been unanimously approved by the Executive Committee to be forwarded to the Board.

A board member asked whether Henkels & McCoy's shift of its training programs to Eckerd's Children and Family Services will materially change how services will be delivered. The Director replied that staff and services are anticipated to be

the same as what was proposed by Henkels & McCoy. He also mentioned that Henkels & McCoy will not be able to provide workshops in South County based on a conflict of interest arising from having been selected to provide WIOA Adult and Dislocated Worker services in South County.

ACTION: Unanimous approval to negotiate and execute two-year agreements from July 1, 2016 through June 30, 2018 with three one-year extensions based on successful performance, funding availability, and Board approval, with ConXión to Community (CTC), Goodwill of Silicon Valley, Henkels & McCoy, Inc., and Workforce Institute to provide job readiness, skills upgrade, certificate and other types of workshops to WIOA Adult and Dislocated Worker clients.

Motion: Jack Estill
Seconded: Jeff Burrill

4. Youth Services Providers(s)

Prior to this item being heard, work2future Foundation Boardmember Denise Boland recused herself and left the meeting room and area based on her declaration of a conflict of interest relating to this item. Blanca Gomez and Rashad Said remained recused and away from the meeting room and area. Director Christopher Donnelly presented the item to the Board, discussing the process and adding that no proposals to provide sector-based services had been provided as part of the RFP process.

ACTION: Unanimous approval to negotiate and execute a one-year agreement with the work2future Foundation from July 1, 2016 through June 30, 2017 with four one-year extensions based on successful performance, funding availability, and Board approval, to provide (1) WIOA Youth services in the San Jose area to serve 125 youth; and (2) WIOA Youth services in the South County area to serve 50 youth.

Motion: Steve Wymer
Seconded: Louise Auerhahn

5. Adult/Dislocated Worker Services Provider(s)

Prior to this item being heard, Blanca Gomez, Denise Boland, and Rashad Said, remained recused and away from the meeting room and area. The Director presented the item to the Board, discussing the process and the two selected providers, mentioning again that Henkels & McCoy's training services, selected to provide services in South County, is in the process of being acquired by Eckerd's Children and Family Services.

ACTION: Approval to (1) negotiate and execute a one-year agreement from July 1, 2016 through June 30, 2017 with four one-year extensions based on successful performance, funding availability and Board approval, with the work2future Foundation to provide WIOA Adult and Dislocated Worker program services: Basic Career Services to a minimum of 2,050 clients and Individualized Career Services to a minimum of 1,260 clients in the San Jose area; and (2) negotiate and execute a one-year agreement from July 1, 2016 through June 30, 2017 with four

one-year extensions based on successful performance, funding availability and Board approval, with Henkels & McCoy, Inc. to provide WIOA Adult and Dislocated Worker program services: Basic Career Services to a minimum of 450 clients and Individualized Career Services to a minimum of 240 clients in the South County area.

Motion: Leslie Gilroy
Seconded: Henri Villalovoz

6. **Gilroy Job Center Relocation Update** [This item was heard out of order with the approval of the Chair and Board.] Prior to this item being heard, Denise Boland and Blanca Gomez returned to the room for the discussion of this item. The Director said that work2future plans to relocate to a Social Services facility on Tomkins (Court), which will provide savings for next year's budget.

7. **FY 2016-2017 Budget Scenarios**

Prior to this item being heard, Denise Boland and Blanca Gomez recused themselves and left the meeting room and area. Finance Manager Joy Salandanan presented three FY 2016-2017 budget scenarios for Board approval of the Board based on receipt of the actual allocation during spring 2016.

Executive Director Jeff Ruster added that this approach allows for a high case, a low case, and a base case budget scenario which represents a 17% reduction relative to the current operating budget, with the low and high cases expressed in terms of adjustments to the base case.

ACTION: Unanimous approval of the proposed work2future Workforce Development Board Program Operating budget for FY 2016-2017 and proposed funding distribution to the selected services providers.

Motion: Olivier Minkowski
Seconded: Jack Estill

8. **Additional Discretionary Grant Funding**

Prior to this item being heard, Louise Auerhahn recused herself and left the meeting room and area based on her declaration of a conflict of interest. Denise Boland remained recused, and Blanca Gomez returned to the meeting room. Lawrence Thoo of Special Projects presented the item to the Board.

ACTION: Unanimous approval to accept (1) \$400,000 of Proposition 39 funding from the California Workforce Development Board to provide additional cohorts with pre-apprenticeship training and placement, and (2) \$362,727 of Ready to Work funding from the Department of Labor through the NOVA Workforce Development Board to provide additional support to train and place long-term unemployed individuals.

Motion: Steve Preminger
Seconded: Dr. Bob Harper

9. work2future Board Recertification for FY 2016-2018

Prior to this item being heard, all who were recused were invited to return to the meeting room. work2future's Board and Committees Liaison explained the parameters to be met for Board recertification.

ACTION: Approval to authorize the Board Chair to sign and submit to the California Workforce Development Board (CWDB) the request for Local Workforce Development Board Recertification under the new Workforce Innovation and Opportunity Act (WIOA) legislation.

Motion: Jack Estill
Seconded: Steve Preminger

10. Cohort Training Policy

MIS Program Manager Monique Melchor presented work2future's cohort training policy, providing context regarding the successful cohort training program that began during the Great Recession to train groups of individuals for mutual support.

ACTION: Unanimous approval of a cohort training policy for work2future.

Motion: Sue Koepp-Baker
Seconded: Jeff Burrill

11. Immigrant Small Business Initiative Update

Business Services Manager B.J. Sims presented this item, discussing activities and events in support of the immigrant small business initiative. She also reminded the Board of the upcoming Annual Summit on Entrepreneurship and Innovation, requesting partnering assistance from the Board in areas including outreach, resource sharing, facility use, volunteer speakers, mentoring and translation.

C. Set Items for Next Agenda

- Grant Updates
- South County Facility Relocation Status

D. Announcements

- **Executive Director:** Hermelinda Sapien, after many years of service, will be stepping down from the work2future Board.
- **Executive Director:** Elizabeth Kaylor is retiring from work2future.

E. Next Board Meeting

The next Board meeting is scheduled from 11:30 am through 1:30 pm on **Thursday, June 16, 2016** at work2future's Business Services and Administration facility, 5730 Chambertin Drive, San Jose, 95118.

V. PUBLIC COMMENT: none

VI. ADJOURNMENT: the meeting was adjourned at 1:05 p.m.